



ADMH

Prospective Community Provider - Certification Orientation (Phase 2) Information Sheet

According to Alabama law, any community program providing services to people living with developmental disabilities, mental illness, and/or substance use disorders, must be certified by the Alabama Department of Mental Health (ADMH). These certification requirements are outlined in the Alabama Administrative Code (state law). ADMH has a certification process to ensure services provided in the community meet those quality and safety standards.

Certification by the ADMH is not a means of obtaining clients for the services your agency is certified to provide, nor is it a means of obtaining funding or payment for the services your program is certified to provide. As you are considering whether you want to become a community provider, you should:

- Go to the Alabama Secretary of State website to review requirements for becoming a business in Alabama.
- Develop community partnerships by reaching out to other community providers and organizations who have an interest in the people who may need the services you plan to provide.
- Establish a business plan to determine how your agency will obtain clients and receive payments for services provided by your agency.

The Alabama Department of Mental Health provides a two-phase orientation to assist you in understanding the certification application process and help you decide if your program and services comply with the laws surrounding certification. Completion of this orientation does not guarantee that your program will be certified.

SPECIAL ANNOUNCEMENT

- **This orientation will only cover information for programs applying for certification of substance use disorder or developmental/intellectual disability programs/services. Information for programs providing mental illness services will not be offered at this time.**
 - ◊ **The Mental Health/ Mental Illness Division is revising their training and will not have a Phase 2 orientation until the spring of 2019. (Please refer back to our website for future registration opportunities.)**
- **Based on current needs for substance use disorder services, preference will be given for certification applications submitted to provide these services in the following counties: Autauga, Bullock, Coffee, Lawrence, Lowndes, Perry, Washington, and Wilcox.**

Prospective Community Provider Certification Orientation Agenda

Date: Thursday, September 6, 2018

(Parking available at Crampton Bowl)

8:30 Registration Begins (State Capital Auditorium—rear entrance)

9:00 Morning Orientation-Certification Process

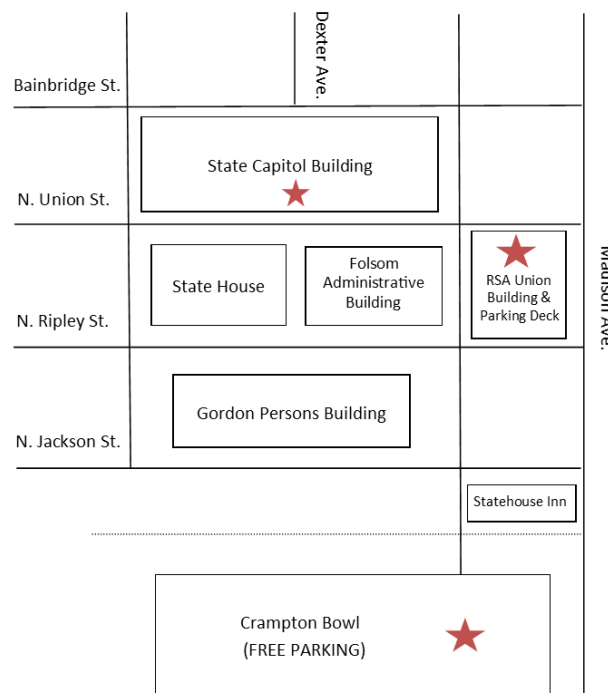
- Certification Process
- Life Safety
- Background Checks and Fingerprinting Process
- Nurse Delegation Program

TBD Lunch (on your own)

TBD Afternoon Orientation - Service Division Requirements

- State Capital Auditorium—rear entrance— Requirements for substance use disorder services.
- RSA Union (Purchasing Conference Room—1st Floor) — Requirements for Developmental Disability services.

This orientation is not approved for continuing education



REFUND POLICY

THIS IS A NON-REFUNDABLE EVENT. REFUNDS WILL NOT BE MADE FOR CANCELLATIONS.

ACCOMMODATIONS

Alabama Department of Mental Health will take all reasonable steps to ensure that Americans with disabilities are given equal and reasonable opportunity to participate in training coordinated through Staff Development. To better serve your needs, please indicate accommodations requested by emailing StaffDevelopment.DMH@mh.alabama.gov.



ADMH

Prospective Community Provider - Certification Orientation (Phase 2)

Substance Use Disorder and Developmental Disability Services

Registration Form—Thursday, September 6, 2018

PARTICIPANT INFORMATION

Name: _____

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ FAX #: _____

Email: (required) _____

Registration confirmation will be sent to the email listed above.

Service Population

Indicate the service population for which your program is attempting to achieve certification. (PLEASE SELECT SUBSTANCE USE DISORDER OR DEVELOPMENTAL/INTELLECTUAL DISABILITY...NOT BOTH)

SPECIAL ANNOUNCEMENT

This orientation will only offer information for programs applying for certification of substance use disorder or developmental disability services. Information for programs providing mental illness services will not be offered at this time. The Mental Health/ Mental Illness Division is revising their training and will not have a Phase 2 orientation until 2019.

Based on current needs for substance use disorder services, preference will be given for certification applications submitted to provide these services in the following counties: Autauga, Bullock, Coffee, Lawrence, Lowndes, Perry, Washington, and Wilcox.

Mental Illness Services
will not be conducting a fall 2018 orientation.
Please check <http://bit.ly/2qNNZVb>
for opportunities in 2019.

Mental Illness Services

Generally refers to services provided for individuals living with clinical diagnosed disorders that are characterized by disruption of mood, thought, and/or behavior that interferes with daily functioning.

After your certification application has been recommended for approval, the Mental Illness Division requires a **non-refundable application fee of \$1,500.00**. You will be notified by a letter to submit the fee at the appropriate time.

Substance Use Disorder Services

Generally refers to services that address the treatment or prevention of a maladaptive pattern of substance use (typically alcohol or drugs) leading to clinically significant impairment or distress.

☐ Treatment Services☐ Prevention Services

After your certification application has been recommended for approval, the Substance Abuse Division requires a **non-refundable application fee of \$1,500.00**. You will be notified by a letter to submit the fee at the appropriate time.

Developmental / Intellectual Disability Services

Generally refers to services provided for individuals living with intellectual disabilities characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and

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After your certification application has been recommended for approval, the Developmental Disabilities Division requires a **non-refundable application fee of \$1,500.00**. You will be notified by a letter to submit the fee at the appropriate time.

REGISTRATION INFORMATION

- Space is limited to 125 participants (first registered...first served)
- Registration Fee - \$100.00 per participant (Please submit a Cashier's Check or Money Order made payable to the Alabama Department of Mental Health. No personal checks.)
- You must complete the online *Prospective Community Provider- Certification Orientation (Phase 1— Online)*. You may take this course online at <http://admh.academy.reliaslearning.com/>. Attach the certificate of completion with your registration form and payment. The certificate of completion expires one year from the date of completion.
- Your registration will be confirmed by email once your registration form, certificate of completion (Phase 1), and registration fee have been received. Please include an email to receive confirmation.
- This is a non-refundable event. Refunds will not be made for cancellations.
- This orientation is not approved for continuing education.

Mail registration fee, Phase 1-Certificate of Completion, and
Registration Form to:

Alabama Department of Mental Health
Attention: Office of Staff Development
P.O Box 301410 · Montgomery, AL 36130-1410

Registration questions? Call ADMH Staff Development at:

334-242-3177



ADMH

Prospective Community Provider-Certification Orientation Frequently Asked Questions

Why do I need an orientation to become certified? Based on Alabama law, any community program providing services to people living with developmental disabilities, mental illness, and/or substance use disorders, must be certified by the Alabama Department of Mental Health (ADMH). Certification standards are outlined in the Alabama Administrative Code (state law). ADMH established a certification process to ensure services provided in the community meet those quality and safety standards.

What if I don't know what population I want to provide services to? Each service area (mental illness, developmental/intellectual disabilities and substance use disorders) has separate and specific certification standards that you are required to meet prior to providing services. You are also required to become certified in each area you intend to provide service (if you are providing to more than one population or multiple services, you will need to be certified in each area/service.) Before registering for orientation, you must decide what service population you want to become certified in so that you will receive appropriate information on the minimum certification standards for that population. See definitions for the ADMH service populations below. Links to the certification standards for each of these populations are listed at the bottom of this page.

Definitions of the ADMH Service Populations:

Mental Illness Services

Generally refers to services provided for individuals living with clinical diagnosed disorders that are characterized by disruption of mood, thought, and/or behavior that interferes with daily functioning.

Substance Use Disorder Services

Generally refers to services that address the treatment or prevention of a maladaptive pattern of substance use (typically alcohol or drugs) leading to clinically significant impairment or distress.

Developmental / Intellectual Disability Services

Generally refers to services provided for individuals living with intellectual disabilities characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and adaptive behavior during the developmental period or prior to the age of 18.

How do I start my business? The ADMH certification process is a means to ensure that providers are meeting required certification standards. It does not include, nor does ADMH have a role in determining legal status of your business. As you are considering whether you want to become a community provider, you should:

- Go to the Alabama Secretary of State website to review requirements for becoming a business in Alabama.
- Develop community partnerships by reaching out to other community providers and organizations who have an interest in the people who may need the services you plan to provide.
- Establish a business plan to determine how your agency will obtain clients and receive payments for services provided by your agency.

Will I be certified after orientation? No. The ADMH provides a two-phase orientation process to assist you in understanding the certification application process and to provide you with information you can use to determine whether your program has the current capacity to meet certification standards.

Once I am certified, when will I get paid by ADMH? Certification by the ADMH is not a means of obtaining clients for the services your agency is certified to provide, nor is it a means of obtaining funding or payment for the services your program is certified to provide.

What if I want to invest in property or other areas of my program before achieving certification? You may invest in your program at any time, but you may not provide services to people until the program is certified. Achieving certification does not mean that you will receive clients to be served by your program nor does it guarantee your program will receive any funding for services. It only means that the program meets the ADMH minimum standard requirements for providing services. You must identify the source/s of revenue that will keep your program running. Therefore, you should make sure that your business plan is viable before making major investments.

I want to know the certification expectations now...I don't want to wait until the orientation to get started! There is a lot of reading to make sure that your program plans meet the requirements of a certified community program. Below you will find links to the Alabama Administrative Code and the certification standards for each service area. Although attending the *Prospective Community Provider—Certification Orientation* is a required part of the certification process, you don't have to wait to get started planning and learning about the process.

- Alabama Administrative Code—Developmental Disability Community Provider Standards Alabama <http://bit.ly/2CMf7Fs>
- Alabama Administrative Code—Mental Illness Community Provider Standards <http://bit.ly/2gg4IJL>
- Administrative Code—Substance Abuse Community Provider Standards <http://bit.ly/2D0fmAO>